TRIUMPH

norm-perfekt

Instruction Handbook

Thanks to the extremely practical and sensible layout of all the operational and control units and due, as well, to the extremely practical designing of all the component parts both the "Norm" as well as the "Perfekt" portable typewriters supplied by TRIUMPH are so easy to use that even the most inexperienced novice will soon be able to use either of these machines with the confidence and assurance of an experienced typist.

Despite this, however, we do suggest that this small handbook be carefully read and studied. A careful carrying out of all the instructions in respect of care, maintenance and use of your machine will ensure that it serves you reliably for years on end and you will, additionally, have even more enjoyment from your machine.

The various points referred to in this booklet will be better understood by frequent reference to the numbered diagram at the end of the book.

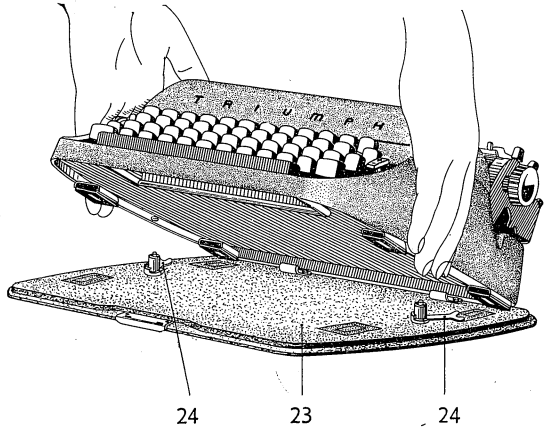
TRIUMPH WERKE NÜRNBERG A.G., NÜRNBERG

Alphabetical Table of Contents

	Page
Accents	5
Back Spacer	5, 10
Braking Lever	8
Cardholder	5, 7
Carriage Lock	4
Carriage-Release Lever, right and left	5, 6, 10
Case	3
Case Bottom	8
Case Cover	3
Case Key	3
Change of the Platen	9
Change of the Ribbon	8
Cleaning	9
Cleaning the Types	9
Clear Knob	10
Corrections	7
Dead Keys	5
Drawing of Lines	6
End of Line Warning Signal	5
Erasing	7
Guide Fork	7
Individual Clearing	10
Keyboard	5
Left Margin Stop	5
Line-Space Disengaging Lever	5, 6, 9
Line-Space Lever	5, 9
Line-Space Regulator	5
Margin Lock	5
Margin Release	5
Margin Scale	5
Margin Stops	5
Margin Stop Rack	5
Oiling	9
Opening of the Case	3
Paper Discharge Guide	4, 6, 9
Paper End Scale	6
Paper Guide	4
Paper Guide Rollers	4

	Page
Paper Holder	4, 5, 9
Paper Holder Rolls	4
Paper Holder Scale	4, 5
Paper Insertion	4
Paper Release Lever	4, 9
Paper Supporting Bar	4, 6
Paper Table	4
Platen	4, 5, 6
Platen Knob, right and left	4, 5, 9
Release Lever for Paper Supporting Bar	4
Removing the Typewriter	8
Ribbon	7, 8
Ribbon Carrier	7
Ribbon Indicator	6
Ribbon Reversal (automatic and by hand)	7
Ribbon-Side Change	7
Ribbon Spools	7
Ribbon Feed with Ribbon control	7
Right Margin Stop	5
Setting the Tabulator Stops	10
Shift Key, right and left	5
Shift Key Lock for Capitals and Symbols	5, 7
Slides for Fixing the Machine	8
Space Bar	5
Space Rectifier	4, 5, 6
Stencils	6, 9
Sticking Roll	5
Stop and Clear Lever	10
Tabulator	10
Tabulator Keys	10
Tabulator Stops	10
Taking off the Case-Cover	3
Taking off the Cover-Cap	3, 7
Transport-Safety-Device	4
Universal Clear Lever	10
Typing Capital Letters	5, 7
Typing on Lines	5
Erasing Pad	6

Pict. 1



Pict. 2

Opening and closing of the typewriter case.

The portable typewriter is delivered in an unlocked case. The key is contained in a small paper envelope fxed securely on the case lock. To open a locked case, turn the key to the right.
The case lid is opened by firstly lifting the handle pressing the two catches together and raising the lid upwards (see pict. 1).

Taking off and replacing the case-cover.

Standardly, these portable typewriters are contained in a sturdy metal carrying case and will only be supplied in a polysterene case when particularly required. The lid of the metal carrying case is removed by sliding it slightly to the right and clear of the pins of the hinges (see pict. 2).

Taking off and replacing the cover-cap.

To take off the cover-cap, grasp the opening and lift it — as if on a hinge. This will release the cover from its holding catch. The cover-cap can then be taken off (fig. 19, pict. 3).
To replace it, the cover-cap will be attached according to the contours; it will jump into the groove by slight pressure from above.

Removing and losening the transport-safety-device.

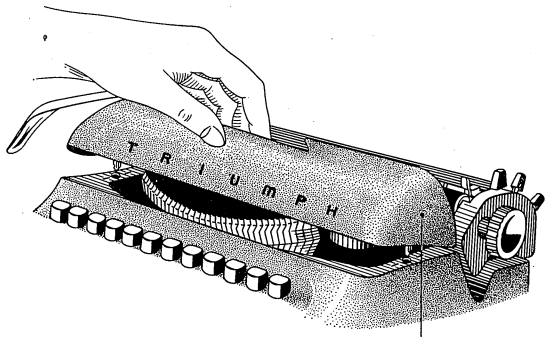
The type-bars are secured during the transport by a wire-bow that must be removed, when the case-cover has been taken off. Then remove the rubber ring inserted over the carriage lock (21) and the rear right-hand foot of the machine. Release the carriage by pressing the carriage locking knob to the front (see pict. 4). This knob should be kept in the forward position the whole time the machine is in use.
When transporting the machine, the carriage must always be secured. Before replacing the case lid, press the carriage locking knob (21) to the rear and then move the carriage to its central position until the lock snaps audibly into place.

Inserting Paper.

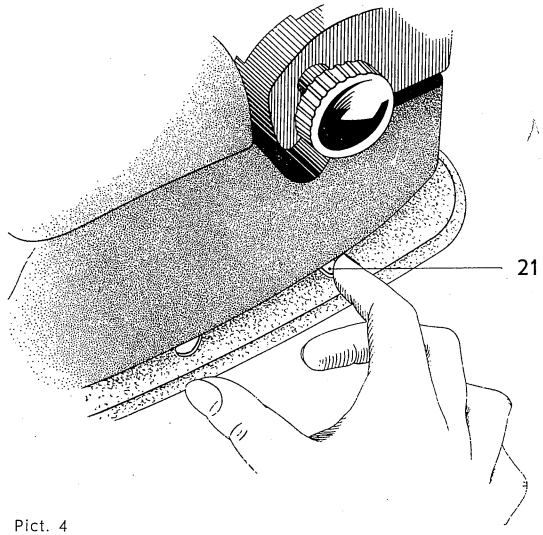
Before inserting the paper, push first the paper-guide (3) into the far left position. The paper supporting bar (8) is being released by slightly depressing the release lever (7), and automatically jerking into vertical position (pict. 5).

Place paper behind the paper diverter (12) between the paper table (5) and the platen (33). When you turn the left-hand or the right-hand platen knob (17 or 35), the paper is positively fed under the paper bail to the correct typing positon. Care should be taken that the feed rollers on the paper bail (10) are set about 10 marks to the centre from the left- and right-hand margin. When the paper is fed, the paper bail (10) does **not** have to be raised, because the paper will **automatically** slide under the rollers.

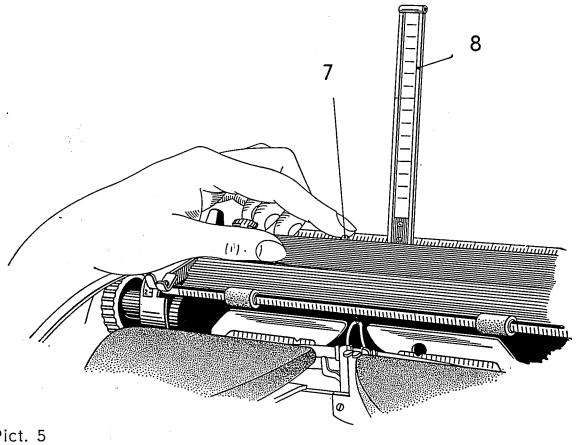
The paper diverter (12) will keep the inserted paper from rolling around the platen.



Pict. 3



Pict. 4



Pict. 5

Alignment of the inserted paper.

Should it prove, on inserting, that the paper had not been aligned properly, open the paper-guidance by drawing forth the paper-release lever (15). Thereby the paper-holder bail (10) simultaneously will be lifted off the platen; the paper can be corrected according to the scale-rod of the paper-holder bail, or according to the upper edge of the line-space rectifier (9). After correction, don't forget to close the paper-guidance again, that is, to push back the paper-release lever (15). To put all following papers into the same position, slide the paper-guide (3) on to the extreme left paper edge.
When the machine is not in use it is advisable to move the paper release knob (15) to its forward position. This will ensure that the rollers on the paper holder (11) and the rollers in the paper feed mechanism will not lose their shape due to being continuously pressed on the platen.

Paper bail.

The paper bail (10) serves for straightening the inserted paper and holding it on the platen (33). The feed rollers (11) which may be moved to and fro on the paper bail with, together with the card-holder (6), allow inserted paper to be typed down to the very edge.

Carriage releasing.

With one of the two carriage-release levers (1) pulled forward, the carriage can be moved in either direction. The carriage is locked in place at the required position by releasing the knob (1).

Marginal stop.

The margin stops (4 and 13) serve to determine the beginning and the end of a writing line. By depressing the serrated handle the margin stops can be displaced sidewise and can be set at any division of the margin scale (14) that corresponds with the scale-division of the paper-holder bail (10). The beginning of the writing line can be got quickest, if you first move the carriage with help of the carriage-release lever (1) to the desired point and then push the margin stop (4) to the right until it is striking.
The ending margin stop (13) has to be set five divisions before the right paper edge. The set end of the writing line is being announced by an end of line warning signal eight strokes before. After these eight strokes the keys are locked.

Releasing the margin lock.

Depressing the margin release (32) will remove the restriction of carriage movement, caused by the left-hand margin stop (4), as well as the locking caused by the right-hand margin stop (13).

Line-space lever.

The line-space lever (34) will change the platen (33) to the next line and simultaneously move the carriage to the beginning of the typing line.

Line-space regulator.

The line-space regulator (36) enables to select one of three different line-spaces. According to the division that will be marked by the white locating mark on the inside of the line-space regulator, you can write, 1, $1^1/_2$ and 2 line-spacing.

The **keyboard** (29) is standardized and comprises 44 keys with 88 characters.

The **shift-keys** (27) serve to type capitals. When it is intended to type capitals only, depress the **shift lock key** (30). By lightly depressing the left-hand shift-key (27), the shiftlock is released.

The **dead key** (accent key) (20) should always be struck before the letter, over which the accent will be placed. The accent ^ (circumflex) is composed of the two plain accents ´ and `.

By operating the **space bar** (28) you get spaces between words or single letters (spaced script).

To backspace the carriage by one or more spaces, it is sufficient to depress lightly the **backspacer** (22).

Typing between the lines (Line-space disengaging lever).

If it is intended, with unruled paper, to insert a remark between the lines, for instance m^2 or H_2O, but to return to the same line-space rhythm later, operate the line-space disengaging lever (2). As long as it is in its front position, the platen rotates independently; after shifting it to its normal position again it is easy to return to lines typed earlier.

Typing on ruled paper (rolls).

In cases where ruled forms are to be typed, draw out the left-hand platen knob (35) and turn the platen, until the ruled line, which is to be typed, corresponds with the upper edge of the line-space rectifier (9). Then push the platen knob back and the platen is connected with the line-space mechanism as before.

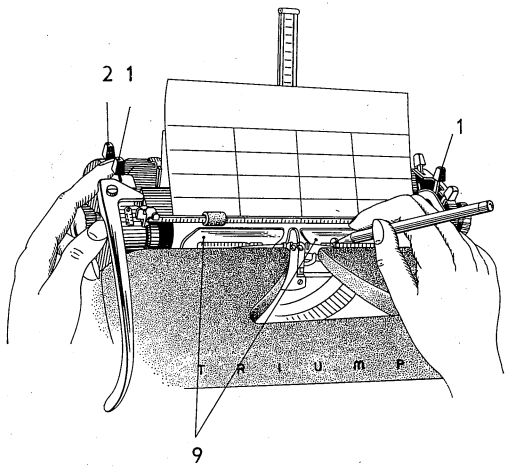
Positioning scales, ruling lines.

The positioning scales (9) fixed in front of the platen serve to locate the line of typing and the centre of a letter. The horizontal scale line is set so that it will coincide with the base of the line of typing; the vertical marks correspond to the centre of the typed letters and characters.

For drawing vertical or horizontal lines on the paper, insert the point of a pencil in the guide holes of the right- or left-hand positioning scales. To draw horizontal lines, move the carriage from left to right using the carriage release (1); to draw vertical lines, rotate the platen. It is suggested to free the platen by pulling the carriage release (1) forward to draw vertical lines (pict. 6).

Paper supporting bar with paper end-scale.

The erected paper supporting bar (8) with the telescoping paper end-scale prevents the paper from turning over, permits the reading of the written text and shows the paper end of documents of the same



Pict. 6

size. When the upper end of the document has reached the mark provided for the DIN-size in question, you know that — with regard to a corresponding edge — you have got to the bottom end of the document.
When not used any more, push the scale back into the paper supporting bar and fold it to the right, until it is caught feelingly behind the paper table (5).

Corrections

When corrections are made, turn the platen with paper so far forward that the spot where the correction is to be made, will rest on the paper diverter (12). Move the carriage as far as possible to the right or left to keep eraser particles from falling into the machine. In order to type the correct letter on the spot where the erasure had been made, check with the red mark on the cardholder (6) and turn the platen back until the lower edge of the line of typing will coincide with the scale line of the positioning scales (9).

Two colour ribbon device — Stencilling.

With the indicator lever (31) set at the blue mark, you write with the upper half of the ribbon (mostly black or blue script). The lower half to the ribbon (mostly red) is in use with the indicator lever set on "red". For stencilling the ribbon will be disengaged. Set therefore the idicator lever (31) on "white".

Ribbon feed with ribbon control.

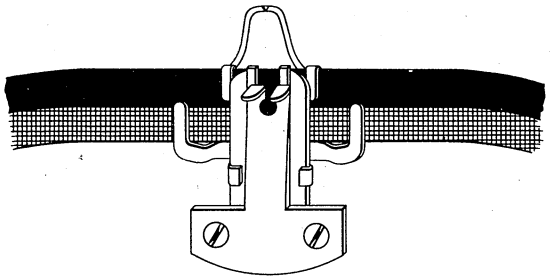
During typing the ribbon is automatically transported from one to the other spool. Ribbon movement is reversed automatically.
The ribbon feed makes it also possible to reverse the ribbon-movement by hand, by moving the guide fork (18) in arrow direction to within (pict. 8).

Ribbon-side change.

When inserting a new ribbon, be sure to place the most used ribbon zone (blue or red) upwards. One-coloured ribbons will be thoroughly used by turning the spools after having worn out the upper zone, to get the unused zone upwards.
Please avoid to use the lower zone by setting the indicator lever (31) upon "red"!

Change of the ribbon.

First the case cover (fig. 19, pict. 3) is to be removed as known. A new ribbon always is to be inserted as shown in picture 7. For better accessibility, it is recommended, to depress the shift lock key (30).
To insert and take out the ribbon spools, push the braking lever outwards by depressing the short lever arm (pict. 8).



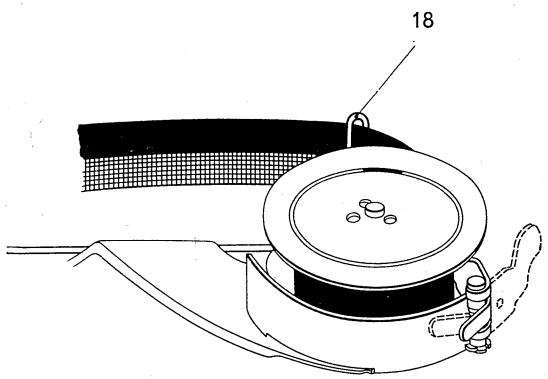
Pict. 7

Removing the typewriter from the case bottom.

It is advised to take the typewriter from the case bottom only when cleaning it. In this case the two levers marked 24 in pict. 2 are pressed backwards and the typewriter is then lifted up a bit in its front side. When having reached a position as shown in pict. 2, the typewriter can be lifted off the base completely. The typewriter is replaced in the reverse sequence.

Removing the platen.

Move the left-hand margin stop (4) by pressing the knurled margin stop grip lightly to the left until it will go no further. The paper release (15) and the carriage release (2) should be pulled forward, the paper bail (10) raised. After the platen knobs (17 and 35) have been removed by turning them counter-clockwise, move the carriage to the left until it will go no further. The platen knobs may be losened easier when the carriage line space lever (34) is pushed to the right thereby locking the platen (33). The platen should then be lifted and removed, lifting simultaneously the paper diverter (12) with its spring mounting and the positioning scales (9).
The platen should be replaced in reverse sequence.



Pict. 8

Cleaning.

All the interior parts of the machine should be regularly cleaned with a brush or non-fibrous cloth. The type must be brushed lengthways and any ink left clinging to the metal removed with a special type of plastic rubber compound. A piece of cloth or paper should be placed under the type bars to prevent dirt etc. finding its way into the interior of the machine.

The platen should be cleaned with alcohol without drying it.

Benzine will destroy the rubber!

After typing a stencil it is recommended that a sheet of highly absorbent blotting paper be run round the platen several times in order to remove any damaging residue left by the stencil.

Oiling.

Leave the oiling principally to a mechanic. It is advisable to turn in the machine at least once a year to a representative of the TRIUMPH, to have it inspected. The small cost undoubtedly will pay; for the machine will thank you twice with higher efficiency and longer life.

Tabulator (with "Perfekt" model only).

The tabulator proves an invaluable help in cases where lists, tables, invoices, also daily "concern"-signs in letters, have to be typed regularly.

Setting the tabulator stops.

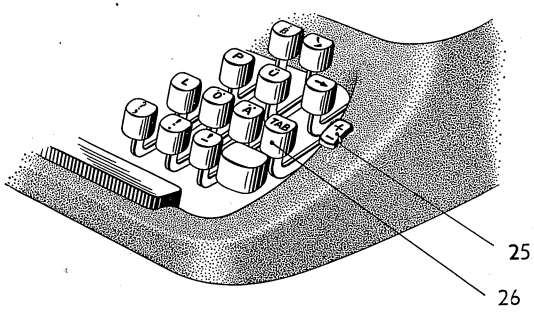
Using the carriage-release lever (1), move the carriage successively to those positions, where it is intended to stop for typing, and at each of these places push the tabulator stop and clear lever (25) in the direction of the plus-sign (+). During stop-setting be sure not to continue moving the carriage before tabulator stop and clear lever (25) has been set free.

Tabulating.

The tab. key (26) being depressed, the carriage moves in typing direction and successively takes the predetermined positions. Within a column higher standing decimales can be typed after depressing once or repeatedly the backspacer (22).

To quote a few examples, the following arrangement can be typed rapidly and accurately:

Feb. 2	John C. Smith, Edinburgh 1268	£ 4,593.10.5
Feb. 23	Jack E. Jones, Manchester 932	£ 827.17.6
Mar. 5	Bob W. Owen, Liverpool 22435	£ 1,062.13.4

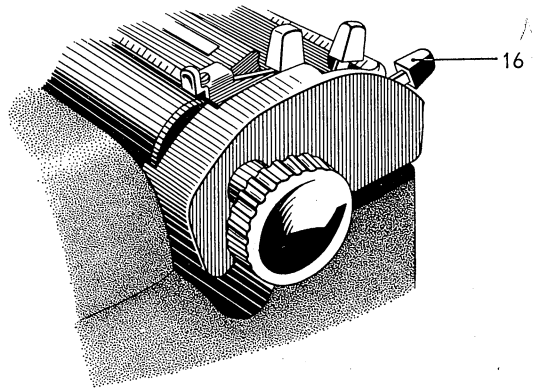


Pict. 9

Individual clearing — Universal clearing.

When it is intended to clear a tabulator stop, depress the tabulator key (26) to bring the stop into its intended clearing position and pull the tabulator stop and clear lever (25) in the direction of the minus-sign (—).

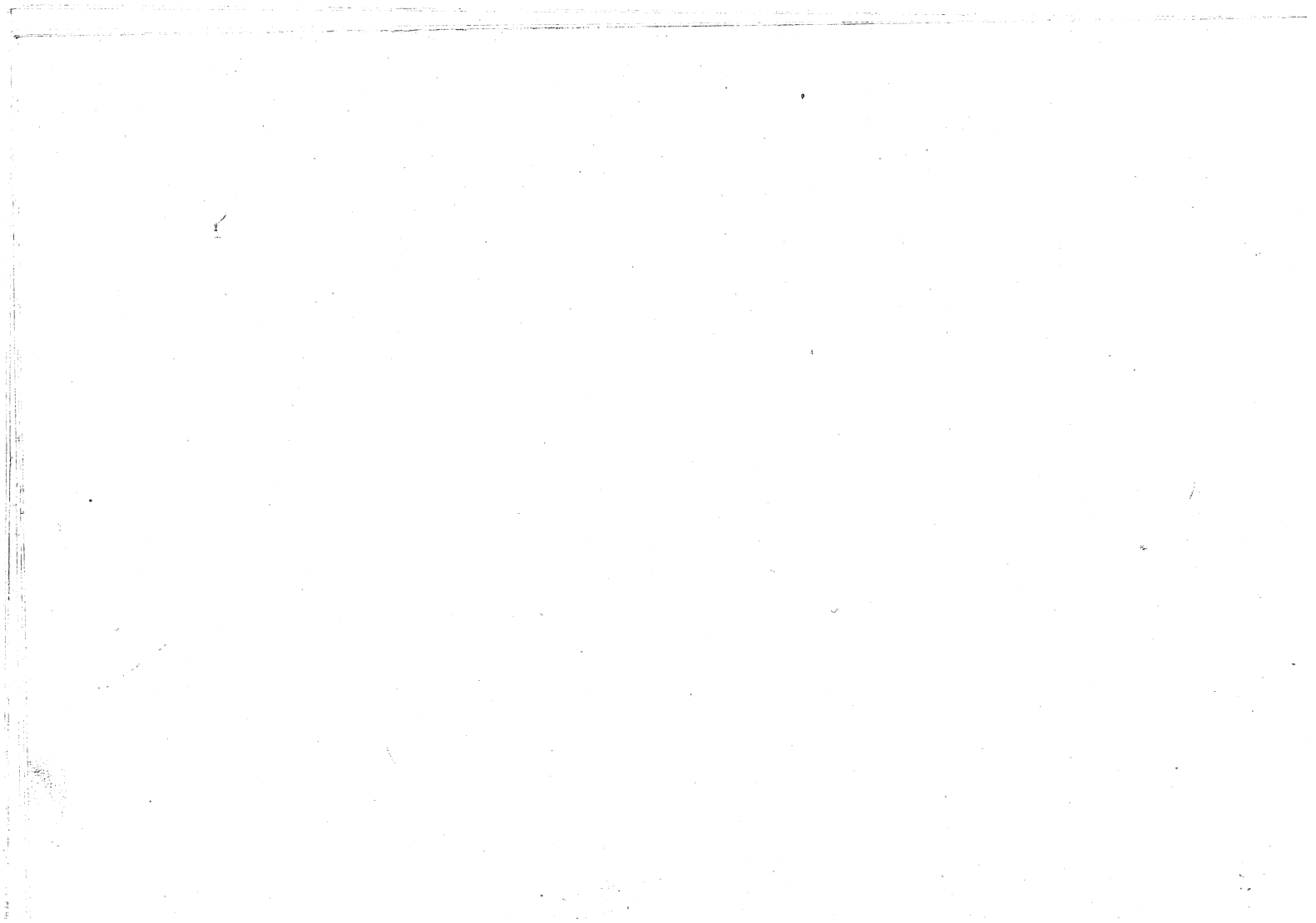
Pulling forward the universal clear lever (16) permits simultaneous clearing of all tabulator stops. (Pict. 10)

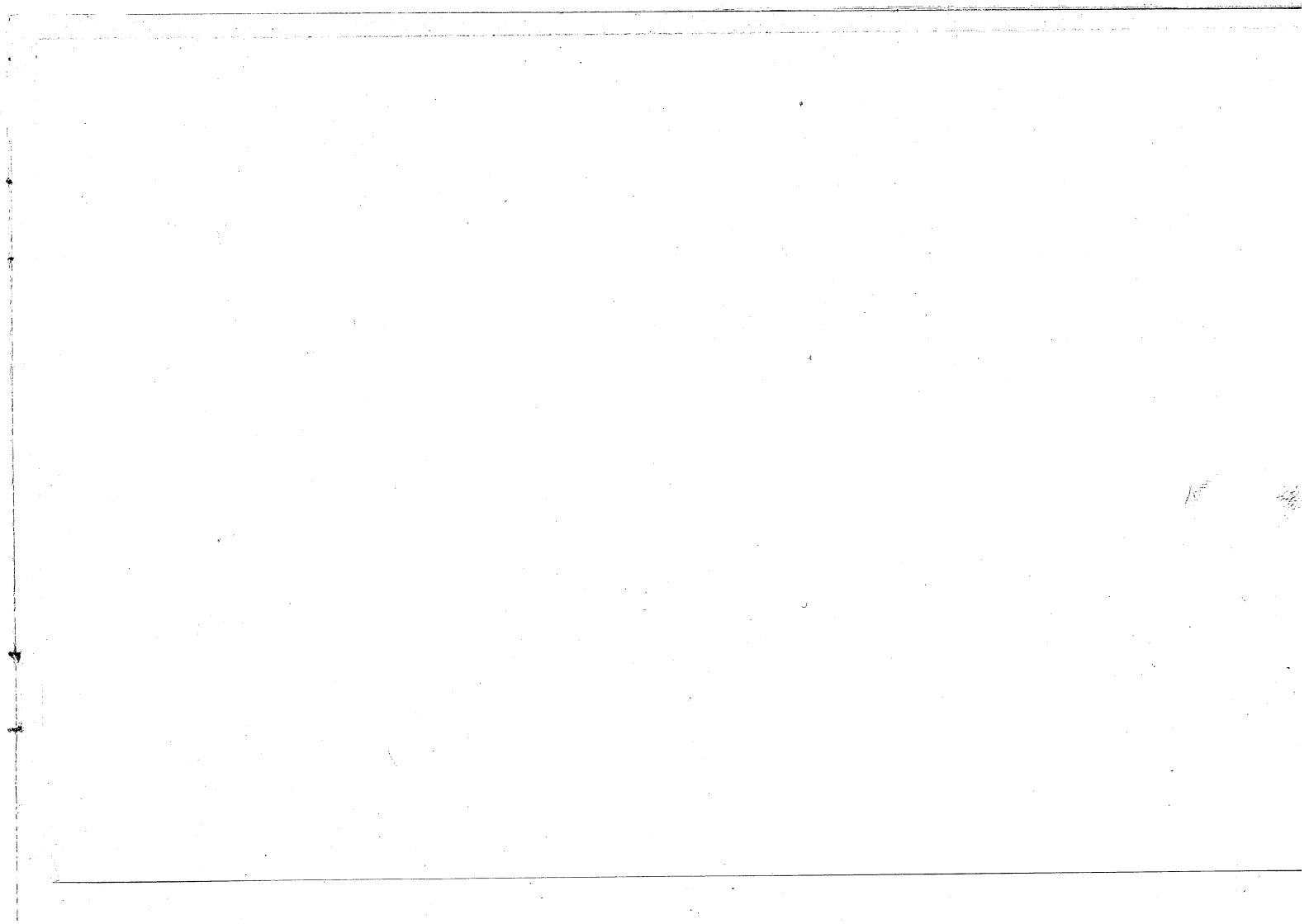


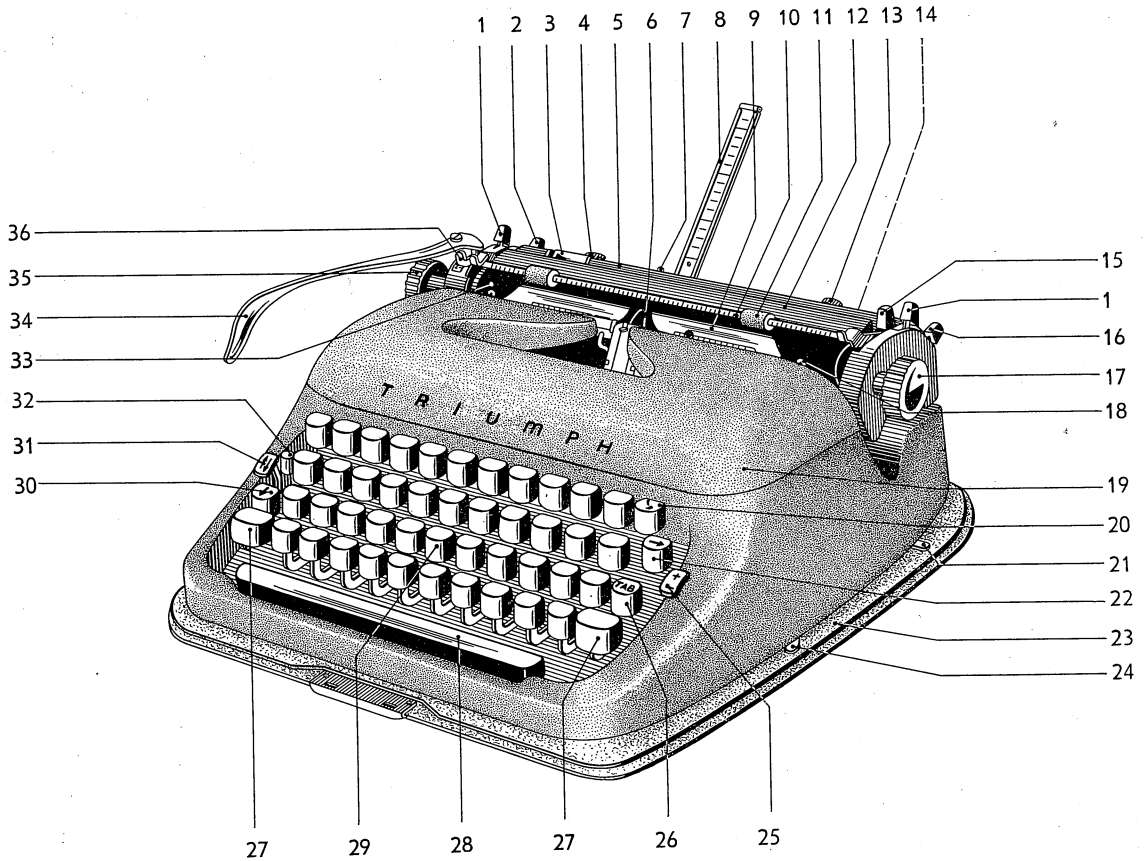
Pict. 10

INDEX

	Page
Opening and closing of the typewriter case	3
Taking off and replacing the case cover	3
Taking off and replacing the cover cap	3
Removing and loosening the transport Safety device	4
Inserting paper	4
Alignment of the inserted paper	5
Paper bail	5
Carriage release	5
Margin stop	5
Margin lock release	6
Line space lever	6
Line space regulator	6
Dead key	6
Shift keys	6
Space bar	6
Back spacer	6
Typing between the lines	6
Typing on ruled paper	6
Positioning scales, ruling lines	6
Paper support bar	6
Corrections	7
Two-colour — ribbon device	7
Ribbon feed with ribbon control	7
Ribbon side change	7
Change of the ribbon	8
Removing the typewriter from the bottom	8
Removing the platen	8
Cleaning	9
Tabulator (with "Perfect" model only)	9/10



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